

1. The DoD Components (less the Military Departments) shall forward, by January 31 of each even numbered year, the information indicated at attachment 1 to this appendix for each newspaper published to: Director, American Forces Information Service, ATTN: Print Media Plans and Policy, 601 North Fairfax Street, Alexandria, VA 22314-2007.

2. No later than April 15 of each even-numbered year, the Secretary (or designee) of each Military Department shall forward to the address above a report of the Military Department's review of newspapers and magazines. This report shall include summary data on total number of newspapers and magazines, along with a listing of the information indicated at attachment 1 to this appendix.

3. One information copy of each issue of all DoD newspapers and magazines shall be forwarded on publication date to the address in paragraph H.1. of this appendix.

4. Information copies of CE contracts shall be forwarded to the address in paragraph H.1. of this appendix, upon request.

5. Administrative Instructions shall be issued by the Director, AFIS, for the annual review and reporting of newspapers and magazines.

ATTACHMENT 1 TO APPENDIX E TO PART 247—
NEWSPAPER AND MAGAZINE REPORTING DATA

As required by section H. of this appendix, the following information shall be provided biennially regarding newspapers and magazines:

- A. Name of newspaper or magazine.
- B. Publishing command and mailing address.
- C. Printing arrangement:
 - 1. Government equipment.
 - 2. Government contract with commercial printer.
 - 3. CE contract with commercial publisher (provide name, mailing address, and phone number of commercial publisher).
- D. Frequency and number of issues per year.
- E. Number of copies printed and estimated readership.
- F. Paper size (metro, tabloid, or magazine format).

**PART 248—DEPARTMENT OF
DEFENSE PERIODICALS**

Sec.

- 248.1 Purpose.
- 248.2 Applicability and scope.
- 248.3 Definitions.
- 248.4 Policy.
- 248.5 Authorities and responsibilities.
- 248.6 Funding.

AUTHORITY: 5 U.S.C. 301.

SOURCE: 43 FR 8137, Feb. 28, 1978, unless otherwise noted.

§ 248.1 Purpose.

This part established Department of Defense policies, criteria, and controls that govern the publication of DoD periodicals.

§ 248.2 Applicability and scope.

(a) The provisions of this part apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies, hereafter referred to as “DoD Components.”

(b) This Directive does not encompass Armed Forces newspapers and civilian enterprise publications as defined in 32 CFR part 202; manuals, pamphlets, directives, instructions, regulations, opinions, decisions, official notices, circulars, reports, internal information bulletins issued by a DoD Component headquarters; and primarily (75 percent or more) statistical materials.

§ 248.3 Definitions.

(a) Periodicals within the purview of this part are: Any classified or unclassified DoD magazine or newsletter-type publication published at regular intervals, at least semiannually, for the purpose of disseminating information and material necessary to the issuing activity, with a continuing policy as to format, content, and purpose. Periodicals are nondirective in nature and are usually published to inform and motivate DoD personnel, increase their knowledge, or improve their performance.

(b) Classes of periodicals are:

- (1) Class I: Total annual cost is \$20,000, or more.
- (2) Class II: Total annual cost is less than \$20,000, but more than \$5,000.
- (3) Class III: Total annual cost is \$5,000, or less.

(c) The term “DoD personnel” refers to military and civilian members of the DoD Components.

§ 248.4 Policy.

(a) *General.* (1) Each DoD Component proposing to publish a DoD periodical